



WELLSPRING

We Make A Difference

# Estates Manager

based in Horncastle  
South East Region  
(Lincolnshire)



## Why Wellspring?

**Wellspring Academy Trust is a highly successful organisation, renowned for an unwavering commitment to inclusion and our distinct social purpose. We are committed to making a difference to the lives and life chances of the young people and communities we serve.**

As a large and growing Multi Academy Trust our Primary, Secondary, Special and Alternative Academies span across Yorkshire, Lincolnshire and the Humber. They are all vibrant, autonomous, highly successful and community focused.

The Trust strives to be a diverse and inclusive place where we can all be ourselves. We are defined by our values which are our guiding lights, and we are not afraid to take the harder path to remain true to them.

As the Trust continues to develop, there is a broad range of roles and opportunities that offer pathways for ambitious and dynamic individuals. We value our people: relationships are central to our culture. High quality induction training and ongoing professional development support is guaranteed.

We want our people to reflect the diversity of our communities. Through our inclusive practices, we aim to break down barriers and ensure that all individuals have the opportunities to succeed.

**We aim to raise expectations and ambitions for every young person in our care. We make a difference.**



# What We Offer



# About the Role

**We are seeking a passionate and experienced Estates Manager to join our talented and hardworking team.**

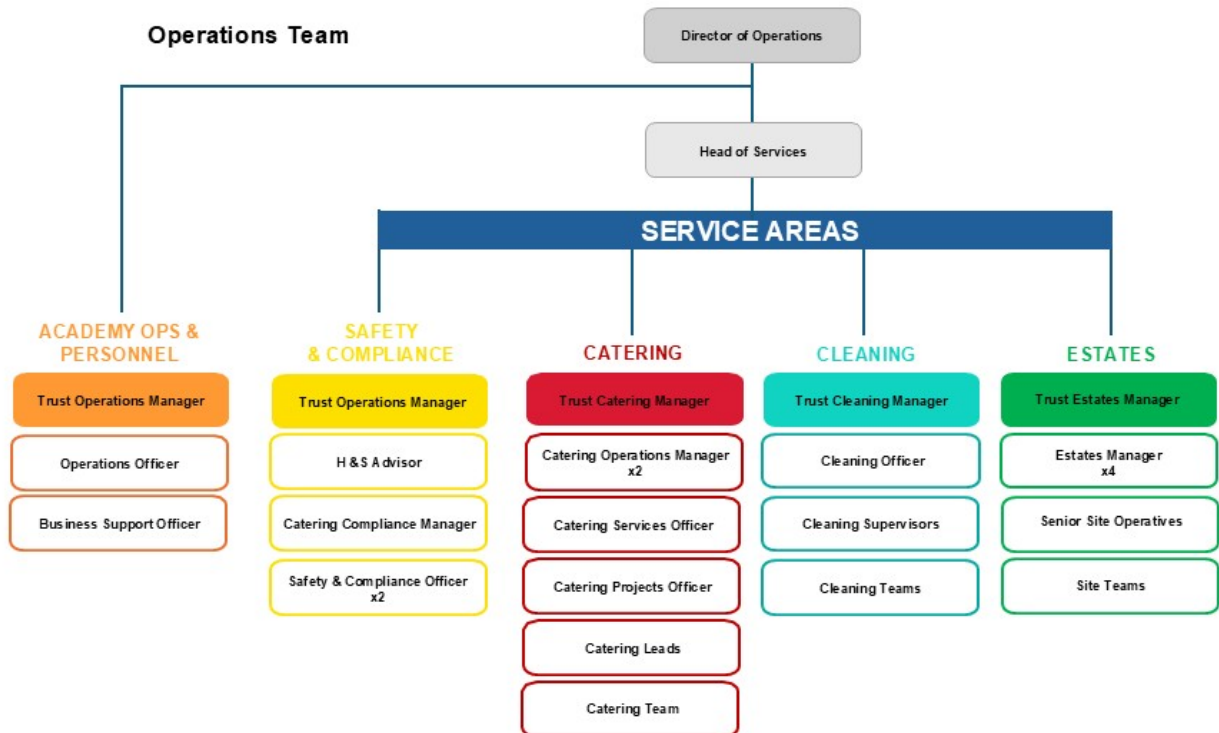
The Estates Manager reports to the Estates Manager.

The Estates Manager will lead by example an Estates team which enjoys a strong, harmonious culture and positive relationship with colleagues within the region and Trust-wide.

The post-holder will lead a comprehensive site services team delivering a safe, secure learning and working environment whilst maximising staffing and financial resources.

The Estates Manager will support the long term strategic and operational development of the estate to respond to identified needs within a strategic planning framework.

The Estates Manager will work alongside the Trust Estates Manager, Director of Operations, and the Head of Services and in partnership with the Director of Capital & ICT, Academy Principals, Project Managers including their extended teams. They will liaise frequently with key stakeholders including contractors and other members of specific project teams.



# Job Description

## As Estates Manager your main duties will include the following:

- Develop and maintain positive, solutions-focused relationships with peers and School leaders, incorporating the needs of the School, the Estate and the Estates team itself.
- To be the lead Estates advocate for continuous improvement in both the quality of the assets within their portfolio and the quality of the service provided to schools and the Trust at large.
- Undertake risk assessments, developing alternative working methods to support the service as required and recommend appropriate solutions.
- Monitor and advise on security risks and issues, ensuring that necessary responsive arrangements are developed, planned and implemented to achieve comprehensive, safe and secure access at all times.
- Develop a security regime to ensure that patrols and site inspections are carried out. To lead a team where potential health and safety issues are proactively identified, reported and acted upon.
- Develop and manage a flexible, responsive and user focused porterage service to ensure that furniture, materials and equipment are available, stored, safe and in good repair prior to and on completion of use.
- Monitor and ensure efficient utility usage, liaising with companies and providers to exploit opportunities and ensure efficient resource usage and minimise cost, resolve problems, facilitate effective saving and improvement initiatives and schedule service, maintenance and repair.
- To proactively identify, working on own initiative and in conjunction with managers, sustainability initiatives which maximise the efficient use of resources and minimise the Trust's environmental impact.
- Liaise with the emergency services to ensure all appropriate access arrangements and procedures function effectively for the safe and secure conduct of their activities.
- Undertakes property surveys and audits, supporting the development of maintenance plans that determine and respond to priorities within planned financial constraints.
- Organise and support emergency cleaning and basic maintenance to make safe, repair or maintain the fabric of the building, facilities or equipment.
- To lead a team which efficiently plans, orders and arranges the delivery and storage of materials and equipment.
- Determines specifications for grounds maintenance, in conjunction with departmental managers. Lead a quality assurance regime, instigating any appropriate action to ensure contract compliance and negotiates contract variations.
- Ensure all necessary recording and reporting is both timely and accurate to guarantee correct charging, compliance with service or maintenance schedules and performance monitoring.
- Identify, highlight and respond to major areas of concern or variance and instigate the necessary intervention and reporting to achieve service objectives within allocated funding.
- Undertake personally or through direct reports specific project activity from inception to completion relating to specific areas of site facilities management e.g. new project work including building improvements, enhancements and refurbishments, health and safety project work and unplanned emergencies.
- Assist and support the creation of the Estates Development Plans in line with the Trust's vision and long term estates strategy.
- For very serious incidents engage immediate assistance from senior colleagues or in extreme cases the emergency services to provide an appropriate response to restore a safe and calm atmosphere conducive to learning.
- To deputise as required for the **Trust** Estates Manager.

# Job Description

## Health and Safety

In partnership with Operations Structure and Academy Leaders.

- Lead and promote a strong Health and Safety culture across the Trust.
- Aid in the development and delivery of the health and safety strategy to identify effective practices and behaviours, creating a positive culture in this critical area of operation.
- Ensure effective Health and Safety governance, processes and reporting Trust-wide.
- Coordinate contractors and suppliers to ensure a positive culture for health, safety and the environment.
- Drive continuous improvement across health, safety and environmental performance.

## Standard duties in all trust job descriptions

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

## Method of working

Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support.

**This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.**

## Public relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

## DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.



# Person Specification

## As Estates Manager, you will have:

- Personal integrity and a commitment to the Nolan principles of public service.
- Experience in all aspects estates and facilities management.
- Experience of leading and managing a team.
- Experience of financial management and budgets.
- Experience in project management, managing contractors and the administration of associated construction contracts.
- Experience of Health and Safety and statutory compliance matters.
- Excellent relational skills, building rapport and enjoying influence with a variety of stakeholders.
- Highly effective problem solving and decision-making skills, exercising professional initiative and creativity related to complex issues.
- A commitment to professional development.
- An ambition to develop your career with the aid of Wellspring Academy Trust.

The adjacent graphic depicts our Support Hubs. These are our ‘team around the Principal’, a cross functional group of technical professionals providing support services to our Academy clusters, led by our Operational Leads.

Excellent communications and the building of relationships will be key elements to this role, not just in relation to the Trust’s support hub members but also our external partners.



# Person Specification

Criteria	Essential / Desirable	Application / Interview
<b>Qualifications &amp; Certification</b>		
Professional qualifications in relevant discipline (IWFM, Construction & the Built Environment or equivalent)	D	A
Evidence of continuous professional development	E	A
H&S Qualification (or willingness to works towards)	E	A
Project Management Qualifications	D	A
<b>Experience</b>		
Experience of staff leadership & management including motivating an inclusive team	E	A / I
Managing procurement processes	E	A / I
Experience in Health and Safety and the statutory and compliance matters in relation to facilities and premises management	E	A / I
Experience of planned preventative maintenance programmes or similar industry recognised planning methods / systems and tools	E	A / I
Experience in an educational environment	D	A / I
Financial management & budget monitoring	E	A / I
<b>Knowledge &amp; Skills</b>		
In depth understanding of the operational practices, working methods, quality standards, work schedules and priorities related to a full range of site facilities services and their inter relation.	E	A / I
Understanding of the relevant regulatory procedures and an awareness of the more complex issues impacting on the delivery, planning, organisation and management of site services.	E	A / I
Detailed understanding of the issues associated with safety, site security and the ability to provide appropriate responses/actions.	E	A / I
High level understanding of compliance & maintenance systems	E	A / I
Good understanding of local security issues and how resources can best be deployed to respond to the issues raised	E	A / I
<b>Skills and Abilities</b>		
Ability to organise, plan and manage the service to achieve agreed service level objectives and targets within approved financial constraints	E	A / I
Ability to work independently and maintain appropriate records	E	A / I
Ability to use tact and demonstrate empathy and understanding with a range of seniors leaders, team members, site visitors, pupils and facility users	E	A / I
Ability to participate and contribute to continuous improvement and development of the service and facility	E	A / I

# Person Specification

Criteria	Essential / Desirable	Application / Interview
<b>Skills and Abilities</b>		
Ability to work independently and maintain appropriate records	E	A / I
Ability to use tact and demonstrate empathy and understanding with a range of seniors leaders, team members, site visitors, pupils and facility users	E	A / I
Ability to understand issues related to school development and management at a senior leadership level. An understanding of the contribution that facilities management plays in supporting the development and management of the organisation.	E	A / I
The organisation, management and development of staff to support service delivery and maximise the potential of the individual (including HR management)	E	A / I
Strong safety awareness and risk management skills	E	A / I
Ability to communicate at all levels using effective relationship building and people management skills	E	A / I
Project management skills	D	A / I
Time management skills	E	A / I
Good IT skills including Google, ability to interpret data and produce well-presented reports	E	A / I
<b>Additional Requirements</b>		
Operate with the highest standards of personal/professional conduct and integrity	E	A / I
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	E	A / I
Willing to undertake training and continuous professional development in connection with the post	E	A / I
Work in accordance with the Trust's values and behaviours	E	A / I
Full driving licence and ability to undertake appropriate travel in connection with the post, across multiple sites	E	A / I
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	A / I
Satisfactory DBS disclosure to work in an environment dealing with young people.	E	A / I
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	A / I
A commitment to safeguarding and promoting the welfare of all	E	A / I



# WELLSPRING

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## Applications

If you would like any further information on the role please contact Sarah Greenley, Head of Services at [s.greenley@wellspringacademies.org.uk](mailto:s.greenley@wellspringacademies.org.uk)

**Post Title:** Estates Manager  
**Reporting to:** Trust Estates Manager  
**Department:** Central Operations Team  
**Duration of Post:** Full time  
**Start Date:** As soon as possible  
**Closing Date:** Wednesday 1st July 9am  
**Interview Date:** Wednesday 15th July  
**Salary:** £36,455 - £45,525  
(subject to experience and qualifications)  
**Location:** Lincolnshire (based in Horncastle)

## How to Apply

Further information on how to apply for this role can be found on our website: <https://wellspringacademytrust.co.uk/careers/current-vacancies/>

## Further Information

Wellspring Academy Trust is committed to safeguarding and promoting the welfare of our pupils. All posts are offered subject to enhanced DBS checks. As this role involves working with children and vulnerable adults in regulated activity, please note that it is an offence to apply for the role if barred from engaging in regulated activity with children and vulnerable adults.

References will be requested and an online search carried out for shortlisted candidates, prior to attendance at interview. Further pre-employment checks, including prohibition from teaching, childcare disqualification and section 128 checks, if deemed relevant for the role, will be completed for the successful candidate upon acceptance of the post.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds, especially from under-represented groups, including those from Black, Asian and minority ethnic communities. If you require any support with completing your application, please do not hesitate to get in touch.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/ countries you have resided in, if you are the preferred candidate for the post.

### Wellspring Trust

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Discover how we make a difference at [wellspringacademytrust.co.uk](https://wellspringacademytrust.co.uk)